



**WHATCOM COUNTY
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:
202106040 – 1

Originating Department:		85 Health	
Division/Program: (i.e. Dept. Division and Program)		8550 Human Services / 855040 Housing	
Contract or Grant Administrator:		Chris D'Onofrio	
Contractor's / Agency Name:		Catholic Community Services	
Is this a New Contract?	If not, is this an Amendment or Renewal to an Existing Contract?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #:		202106040
Does contract require Council Approval?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If No, include WCC:	
Already approved? Council Approved Date:		(Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)	
Is this a grant agreement?	If yes, grantor agency contract number(s):		CFDA#: 14.231
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Is this contract grant funded?	If yes, Whatcom County grant contract number(s):		202008014
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Is this contract the result of a RFP or Bid process?	If yes, RFP and Bid number(s):		Contract Cost Center: 122200 / 122800 / 133
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	21-04		
Is this agreement excluded from E-Verify?	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>		
If YES, indicate exclusion(s) below:			
<input type="checkbox"/> Professional services agreement for certified/licensed professional.		<input type="checkbox"/> Contract for Commercial off the shelf items (COTS).	
<input type="checkbox"/> Contract work is for less than \$100,000.		<input type="checkbox"/> Work related subcontract less than \$25,000.	
<input type="checkbox"/> Contract work is for less than 120 days.		<input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
<input type="checkbox"/> Interlocal Agreement (between Governments).			
Contract Amount:(sum of original contract amount and any prior amendments):		Council approval required for; all property leases, contracts or bid awards exceeding \$40,000 , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, except when:	
\$	168,339	1. Exercising an option contained in a contract previously approved by the council.	
This Amendment Amount:		2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance.	
\$	336,678	3. Bid or award is for supplies.	
Total Amended Amount:		4. Equipment is included in Exhibit "B" of the Budget Ordinance	
\$	505,017	5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.	
Summary of Scope: This contract provides funding for case management services in association with the Whatcom Homeless Service Center in an effort to improve housing stability and reduce homelessness in Whatcom County.			
Term of Contract:	1 Year	Expiration Date:	12/31/2022
Contract Routing:	1. Prepared by:	JT	Date: 09/07/2021
	2. Health Budget Approval	KR/JG	Date: 11/01/2021
	3. Attorney signoff:	RB	Date: 11/03/2021
	4. AS Finance reviewed:	M Caldwell	Date: 11/1/21
	5. IT reviewed (if IT related):		Date:
	6. Contractor signed:		Date:
	7. Executive Contract Review:		Date: 12/14/2021
	8. Council approved (if necessary):	AB2021-685	Date: 12/07/2021
	9. Executive signed:		Date: 12/14/2021
	10. Original to Council:		Date:



MEMORANDUM

TO: Satpal Sidhu, County Executive

FROM: Erika Lautenbach, Director

RE: Catholic Community Services – Housing Case Management Contract Amendment #1

DATE: December 9, 2021

Attached is a contract amendment between Whatcom County and Catholic Community Services for your review and signature.

▪ **Background and Purpose**

This contract funds the provision of housing case management services for individuals and families that may be experiencing homelessness or residing in scattered units as well as staffed housing programs. The majority of clients served by this contract have a history of behavioral health disorders and/or medical problems that require intensive case management services. Case management improves housing stability and promotes housing retention, thereby reducing homelessness in Whatcom County. The purpose of this amendment is to extend the contract for an additional year and increase funding based on an annual budget rather than the previously approved 6-month budget.

▪ **Funding Amount and Source**

Funding for this contract, in an amount not to exceed \$336,678, is provided by local document recording fees, HB 1590 and the Washington State Department of Commerce Emergency Solutions COVID-19 Grant (CFDA 14.231). These funds will be included in the 2022 budget. Council approval is required as funding for this extended contract period exceeds 10% of the approved budget.

Please contact Ann Beck, Human Services Supervisor at 360-778-6055 (ABeck@co.whatcom.wa.us) or Kathleen Roy, Assistant Director at 360-778-6007 (KRoy@co.whatcom.wa.us), if you have any questions or concerns regarding this request.



Whatcom County Contract Number:

202106040 – 1

WHATCOM COUNTY CONTRACT AMENDMENT

PARTIES:

Whatcom County
Whatcom County Health Department
509 Girard Street
Bellingham, WA 98225

AND CONTRACTOR:
Catholic Community Services
1918 Everett Avenue
Everett, WA 98201

CONTRACT PERIODS:

Original: 07/01/2021 – 12/31/2021
Amendment #1: 01/01/2022 – 12/31/2022

THE CONTRACT IDENTIFIED HEREIN, INCLUDING ANY PREVIOUS AMENDMENTS THERETO, IS HEREBY AMENDED AS SET FORTH IN THE DESCRIPTION OF THE AMENDMENT BELOW BY MUTUAL CONSENT OF ALL PARTIES HERETO

DESCRIPTION OF AMENDMENT:

1. Extend the duration and other terms of this contract for 1 year, as per the original contract “General Terms, Section 10.2, Extension”.
2. Amend Exhibit B – Compensation, to reflect a 1-year budget for the extended contract period.
3. Funding for this contract period (01/01/2022 – 12/31/2022) is not to exceed \$336,678.
4. Funding for the total contract period (07/01/2021 – 12/31/2022) is not to exceed \$505,017.
5. All other terms and conditions remain unchanged.
6. The effective start date of the amendment is 01/01/2022.

ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND ANY PREVIOUS AMENDMENTS THERETO REMAIN IN FULL FORCE AND EFFECT. ALL PARTIES IDENTIFIED AS AFFECTED BY THIS AMENDMENT HEREBY ACKNOWLEDGE AND ACCEPT THE TERMS AND CONDITIONS OF THIS AMENDMENT. Each signatory below to this Contract warrants that he/she is the authorized agent of the respective party; and that he/she has the authority to enter into the contract and bind the party thereto.

APPROVAL AS TO PROGRAM: DocuSigned by: Ann Beck 12/9/2021
2B365BB0422344A...

Ann Beck, Human Services Manager Date

DEPARTMENT HEAD APPROVAL: DocuSigned by: Erika Lautenbach 12/13/2021
955C651A30374BD...

Erika Lautenbach, Health Department Director Date

APPROVAL AS TO FORM: DocuSigned by: Royce Buckingham 12/13/2021
1EE5DDBD9542404...

Royce Buckingham, Prosecuting Attorney Date

FOR THE CONTRACTOR:

<u>DocuSigned by: Will Rice 12/14/2021</u> 6231CF1A8D3A415...	Will Rice, Vice President	12/14/2021
Contractor Signature	Print Name and Title	Date

FOR WHATCOM COUNTY:

<u>DocuSigned by: Satpal Singh Sidhu 12/14/2021</u> 1192C7C18B664E3...		12/14/2021
Satpal Singh Sidhu, County Executive		Date

CONTRACTOR INFORMATION:

Catholic Community Services
1918 Everett Avenue
Everett, WA 98201
willr@ccsww.org

Exhibit B – Amendment #1
(COMPENSATION)

- I. **Source of Funding and Budget:** The source of funding for this contract, in an amount not to exceed \$336,678, is local document recording fees, HB 1590, and the Washington State Department of Commerce Emergency Solutions COVID-19 Grant (CFDA 14.231). COMMERCE and the State of Washington are not liable for claims or damages arising from Subcontractor's performance of this contract. The budget for this contract is as follows:

*Cost Description (Funded by Document Recording Fees):	Documents Required with Invoices	Budget
Housing Case Managers	Approved Composite Billing Rate Worksheet for each staff member and timesheets for the period.	\$229,390
Homeless Housing Program Director		\$17,598
Supplies	GL Detail	\$2,400
Cell Phone/Data Processing/IT Support		\$5,607
Mileage	Mileage log to include: name of staff member, date of travel, starting point and destination of travel, number of miles traveled, federal reimbursement rate (per www.gsa.gov) and a brief description of the purpose of travel	\$6,000
Travel/Training	Ground transportation, coach airfare and ferries will be reimbursed at cost when accompanied by receipts. Reimbursement requests for allowable travel must include name of staff member, dates of travel, starting point and destination, brief description of the purpose. Receipts for registration fees or other documentation of professional training expenses. Lodging and meal costs for training are not to exceed the U.S General Services Administration Domestic Per Diem Rates (www.gsa.gov), specific to location. Receipts for meals are not required.	\$3,750
Occupancy	GL Detail	\$4,176
Rental History/Background Checks		\$900
Flex Funds	Flex Fund Spreadsheet plus copies of receipts	\$1,000
SUBTOTAL		\$270,821
**Indirect Costs (Document Recording Fee Funds) @ 13.3%		\$36,019
Document Recording Fee Funding Total		\$306,840
Cost Description (Funded by ESG-CV):		Budget
Case Aide	Approved Composite Billing Rate Worksheet for each staff member and timesheets for the period.	\$25,676
Cell Phone & Data Plan for Case Aide	GL Detail	\$658
SUBTOTAL		\$26,334
**Indirect Costs (ESG-CV Funds) @ 7%		\$1,844
ESG-CV Funding Total		\$28,178
**Indirect Costs from Document Recording Fees to Supplement ESG-CV Indirect (6.3%)		\$1,660
TOTAL BUDGET:		\$336,678

*Changes to the line item budget that exceed 10% of the line item amount must be approved in writing by the County.

**Indirect costs shall not exceed the currently approved indirect cost allocation plan.

II. Invoicing:

1. The Contractor shall submit itemized invoices on a monthly basis in a format approved by the County. Monthly invoices must be submitted by the 15th of the month, following the month of service. Invoices submitted for payment must include the items identified in the table above.
2. The Contractor shall submit invoices to HL-BusinessOffice@co.whatcom.wa.us.
3. Payment by the County will be considered timely if it is made within 30 days of the receipt and acceptance of billing information from Contractor. The county may withhold payment of an invoice if the Contractor submits it more than 30 days after the expiration of this contract.
4. Invoices must include the following statement, with an authorized signature and date:

I certify that the materials have been furnished, the services rendered, or the labor performed as described on this invoice.

5. Duplication of Billed Costs or Payments for Service: The Contractor shall not bill the County for services performed or provided under this contract, and the County shall not pay the Contractor, if the Contractor has been or will be paid by any other source, including grants, for those costs used to perform or provide the services in this contract. The Contractor is responsible for any audit exceptions or disallowed amounts paid as a result of this contract.